

Minutes of the Finance Committee

Wednesday, December 8, 2004

Chair Haukohl called the meeting to order at 8:46 a.m.

Present: Supervisors Pat Haukohl (Chair), Bonnie Morris, Don Broesch, Ken Herro, and Jim Behrend. Joe Marchese arrived at 8:58 a.m. and Genia Bruce arrived at 9:45 a.m. Morris and Broesch left the meeting at 11:56 a.m. and Morris returned at 3:10 p.m.

Also Present: Legislative Policy Advisor Mark Mader, Chief of Staff Lee Esler, Administrative Services Manager Russ Kutz, Clinical Services Manager Mike DeMares, Health & Human Services Deputy Director Don Maurer, Senior Financial Analyst Clara Daniels, Senior Financial Analyst Andy Thelke, Health & Human Services Director Peter Schuler, District Attorney Paul Bucher, Victim/Witness Coordinator Jen Miller, Information Systems Manager Mike Biagioli, Collections & Business Services Manager Sean Sander, Budget Manager Keith Swartz, Budget Specialist Linda Witkowski, Community Development Block Grant (CDBG) Coordinator Glen Lewinski, Parks Systems Manager Jim Kavemeier, Employment Services Manager Sue Zastrow, Senior Services Director Cathy Bellovary, Airport Manager Keith Markano, Clerk of Courts Carolyn Evenson, Senior Financial Analyst Mike Baniel, Employee Benefits Coordinator Pete Hans, UW-Extension Director Marcia Jante, Principal Assistant Corporation Counsel Steve Schmitz, Labor Relations Manager Jim Richter, Corporation Counsel Tom Farley, and Risk Management Administrator Laura Stauffer.

Approve Minutes of 11-17-04

MOTION: Broesch moved, second by Herro to approve the minutes of 11-17-04. Motion carried 5-0.

Chair's Executive Committee Report of 12-6-04

Haukohl advised of the following issues discussed at the last Executive Committee meeting.

- Ordinance 159-O-083, also on today's agenda, was defeated by a 0-6 vote and then withdrawn by Department of Administration staff. This may be rewritten and submitted at a later time.
- Heard an update on the telecommunications upgrade capital project.
- Approved ordinances 159-O-093, 159-O-084 and 159-O-085. The latter two are also on today's agenda. Mader noted that 085 and 093 were amended.

Schedule Next Meeting Dates

January 5th.

Announcements

Haukohl said supervisors should have received invitations from Wisconsin Community Services, Inc. to attend the 6th Annual Holiday Reception on December 10 to benefit the Mediation Center of Waukesha County.

Also, any supervisors who receive e-mail or hard copy correspondence on the Aurora issue should forward them to Chief of Staff Lee Esler for archiving.

Marchese arrived at 8:58 a.m.

Fund Transfer 04-360-1: Health & Human Services – Transfer Funds from Operating Expenses to Interdepartmental Charges

Kutz and staff discussed this fund transfer which involves transferring \$14,859 of Bio-Terrorism Planning and Readiness grant funds which were inadvertently appropriated into the wrong account.

MOTION: Marchese moved, second by Behrend to approve Fund Transfer 04-360-1: Health & Human Services. Motion carried 6-0.

Fund Transfer 04-360-2: Health & Human Services – Transfer Funds from Personnel Expenses to Operating Expenses

Kutz and staff reviewed this fund transfer, which involves \$36,880. Operating expenses in the Public Health Division are anticipated to be over budget by \$28,880 due to increases services provided by the Travel and Immunization clinics. The division also needs increased expenditure budget authority to fund the cost of additional vaccines at their weekly immunization clinics of \$8,000.

MOTION: Behrend moved, second by Broesch to approve Fund Transfer 04-360-2: Health & Human Services. Motion carried 6-0.

Fund Transfer 04-136000-1: Health & Human Services – Transfer Funds from the Contingency Fund to Personnel Expenses and Operating Expenses

Kutz and staff explained this fund transfer which involves using \$140,000 in contingency funds to cover expenses incurred due to an unusually high level of staffing shortages, most of which were unanticipated, that occurred throughout the year at the County's Mental Health Center. This issue was discussed at length.

MOTION: Broesch moved, second by Morris to approve Fund Transfer 04-136000-1: Health & Human Services. Motion carried 6-0.

Ordinance 159-O-086: Appropriate State of Wisconsin Funding in the Waukesha County Department of Health and Human Services Budget

Kutz discussed this ordinance which involves appropriating an additional \$98,498 in state funding for the Statewide Automated Child Welfare Information Systems (SACWIS), \$69,741 in additional State Child Day Care Administration funding, and an additional \$11,397 in State Economic Assistance Regional Trainer funding for a total of \$179,636 for various personnel expenses.

MOTION: Behrend moved, second by Herro to approve ordinance 159-O-086. Motion carried 6-0.

Ordinance 159-O-087: Appropriate Additional State of Wisconsin Division of Public Health Women, Infant and Children Nutrition Program Funding to the Department of Health and Human Services – Public Health Division 2004 Budget

Kutz said they've seen increased enrollments in the Women, Infants & Children (WIC) Program (from 2,120 per month to 2,249 per month). As a result, the state has appropriated an additional \$15,036 to cover increased personnel and operating expenditures. Haukohl asked does this cover the costs? Schuler said, yes, so far.

MOTION: Marchese moved, second by Behrend to approve ordinance 159-O-087. Motion carried 6-0.

Bruce arrived at 9:45 a.m.

Fund Transfer 04-138-1: District Attorney – Transfer Funds from Operating Expenses and Interdepartmental Charges to Personnel Expenses

Bucher discussed this fund transfer which involves transferring a total of \$24,100 for personnel expenses: \$20,000 due to one employee retirement and one termination, both of which involved vacation and/or sick leave payouts, and \$4,100 to the Victim/Witness Program as one employee chose the higher cost family insurance plan.

MOTION: Marchese moved, second by Morris to approve Fund Transfer 04-138-1: District Attorney. Motion carried 7-0.

Fund Transfer 04-138-2: District Attorney – Transfer Funds from the Contingency Fund to Operating Expenses

Bucher explained this fund transfer which involves using \$15,000 in contingency funds to cover costs that will be incurred due to the retrial of Ted Oswald. Funds will be needed to hire a paralegal (\$3,000), a forensic computer consultant (\$6,000), and for other trial preparation costs as necessary (\$6,000). This issue was discussed at length.

MOTION: Herro moved, second by Broesch to approve Fund Transfer 04-138-2: District Attorney. Motion carried 7-0.

Contract Procurement Process for End User Support Services

Biagioli said this contract was awarded to three vendors: Omni Resources, Technology Consulting Corp., and TEK systems, the highest rated proposers, for a total contract cost (not to exceed) of \$100,000 for one year. The contract is to be utilized on an "as needed" basis. The budgeted amount was \$100,000. A total of 11 vendors had submitted RFP's for consideration.

MOTION: Behrend moved, second by Broesch to approve the contract procurement process for end user support services. Motion carried 7-0.

Contract Procurement Process for Help Desk Services

Biagioli said the contract was awarded to CompuCom Systems, Inc., the highest rated proposer, for a total contract cost of \$361,540 for three years. The first year budgeted amount was \$228,072. A total of three vendors had submitted RFP's for consideration.

MOTION: Herro moved, second by Bruce to approve the contract procurement process for help desk services. Motion carried 7-0.

Ordinance 159-O-083: Authorize Member Services Agreement with the Wisconsin Local Government Telecommunications Coalition

This ordinance was defeated by the Executive Committee by a 0-6 vote and withdrawn by Administration Director Norm Cummings.

3rd Quarter Status Report on Collections

Sander discussed the report entitled "Collections Division Delinquent/Referral Analysis: 2004 Nine-Month Report Revised." Total nine-month collections were reported at \$2,079,083. This represents increases of 4.6% from 2003 and 15.9% from 2002. Tax intercept collections totaled \$801,443 through 9-30-04 versus \$805,022 through 9-30-03. A total of 3,378 tax intercept payments were received on accounts in 2004 versus 3,268 in 2003. New revenue sources identified and/or implemented by Collections have generated \$872,203 of additional revenues for Waukesha County in the first nine months of 2004.

Sander distributed copies of "Requests for Write-Off/Discontinuation of Collections Efforts." He said they will request to write-off a total of \$300,337.44 in 2004, most of which involve deceased individuals with no estate or those deemed incompetent in the Guardian ad litem/Probate area.

Information Management Panel Report of 11-12-04

Bruce distributed an outline of her report. She noted the County has experienced an array of problems with the vendor working on the Avatar PM project for the Health & Human Services Department, Creative Socio Medics, and they won't be getting any money until the problems are resolved.

Regarding the new Communications Center, training sessions for the Sheriff's dispatchers continued through November 29th. The Summit, Okauchee, and Stone Bank fire departments went live on November 18th. Conversion of the Sheriff's Department went ahead on November 30th. The remaining police departments for Phase 5 conversion are the Town of Oconomowoc, Lakes, Village of Lac La Belle, and Oconomowoc Lakes and they are scheduled for December 6th. Butler and Brookfield will convert in February.

The Protect System went live November 8th in the District Attorney's Office and IJIS is currently a "view only" system. Information Systems Manager Mike Biagioli sent a Memorandum of Understanding to the State reminding them of their responsibility to maintain all State owned computers, printers, and systems whereby the State acknowledged this agreement.

Whitman Hart is the vendor for the Treasurer's Tax System replacement project. Phase I is complete as are the billing and collection screens. The biggest obstacle will be the data conversion. The target date for the system to be fully operational is July, 2005.

Bruce discussed the centralized cashiering project for the Register of Deeds and Treasurer's Office. The Treasurer's current system is too expensive to upgrade so staff will begin looking for new systems. A countywide cashiering system would be ideal but it's not realistic. The goal is to go from 9 systems to 3.

The Optical Character Recognition project in the Register of Deeds Office scans documents and allows changes to be made, although some errors occur. Ultimately, this new system will cut

down on errors and increase production. The total cost was \$75,000 for software and \$15,000 for hardware. This system will have one of the fastest return on investments – about 8 months.

Discuss the County Board's Change of Intent for 2004 Operating Expenditures

Esler discussed the County Board's intent to use available funds in the 2004 County Board consulting services budget. The chairs in the County Board Room are from 1959, they are worn, and they do not meet industry safety standards. Esler brought in the chair that was recommended by the Purchasing Division for the committee to view and try out. Staff estimate that a total of 50 chairs will be purchased at \$96 per chair. Herro and Haukohl were concerned with the quality and life of the chairs and felt you often get what you pay for. Herro thought we should spend more money for higher quality chairs that will last. Broesch and Haukohl agreed. Haukohl felt higher quality chairs were justified since other departments remodel and upgrade at much higher costs than the County Board ever did. Esler took the committee's comment into consideration but noted that these chairs will probably be purchased nonetheless.

3rd Quarter Status Report on Special Revenue Funds

Swartz, Thelke, and Witkowski discussed the report entitled "9 Months – 2004 Budget Monitoring Summary Report – Special Revenue Fund Operations." For nine months, overall actual operating expenditures were at \$63.7 million or 63.1% of the total special revenue fund modified expenditure budget versus expenditures for the same period in 2003 totaling \$60.3 million or 67.4% of 2003 expenditures. Operating revenues received by the end of the 3rd quarter of 2004 were reported at \$49.4 million or 63.2% of the modified revenue budget. This compares to revenue of \$50.3 million or 69.5% for the first nine months of 2003. The lower percentages versus the prior year result mainly from lower spending and related reimbursements for CDBG programs, and lower revenues year-to-date at the Mental Health Center. Staff reviewed each of the special revenue funds as outlined in the report.

The committee recessed at 11:56 a.m. and reconvened at 1:10 p.m. Broesch did not return for the remainder of the meeting and Morris returned at 3:10 p.m.

Ordinance 159-O-084: Modify the 2004 Budget for Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) Programs

Lewinski discussed this ordinance which involves accepting an additional \$538,714 in program income estimated to be received by year-end. This will allow additional loans to be made by the end of the calendar year based on the approval of the CDBG and HOME Consortium boards. The department will request that any unused funds be carried over into their 2005 budget. Haukohl said, for the record, this was unanimously approved by the Executive Committee and even Supervisor Kolb, a long-time critic of the program, supported it.

MOTION: Herro moved, second by Behrend to approve ordinance 159-O-084. Motion carried 5-0.

Ordinance 159-O-085: Approve the Acceptance of Additional Disaster Recovery Initiative Grant Funds

Mader advised of an amendment made to this ordinance by the Executive Committee – "\$60,000" should read "44,665." This affects lines 14, 23, 32, 33, and the fiscal note. The ordinance authorizes the Community Development 2004 budget to be modified by appropriating

up to \$44,665 of additional disaster recovery initiative grant funds related to the 1998 flooding which was declared a disaster. These funds will go to the Villages of Butler and Elm Grove.

MOTION: Behrend moved, second by Marchese to approve ordinance 159-O-085. Motion carried 5-0.

Ordinance 159-O-081: Ketterer Property Acquisition

Kavemeier gave a PowerPoint presentation on this issue which involves acquiring the Ketterer property for \$1,414,000 – the appraised value. Other costs associated with the acquisition are estimated to be \$3,400. This will require a two-thirds vote on the County Board floor because they are requesting fund balance. Kavemeier said funds are available in the Tarmann Fund balance to cover the costs and he is optimistic they will also receive \$366,000 in State grant funds. This property, located in the Town of Merton, consists of 76.8 acres and it implements the Park & Open Space Plan for Waukesha County. He advised this is a critical acquisition because it's the last parcel needed to complete Monches Park.

MOTION: Marchese moved, second by Behrend to approve ordinance 159-O-081. Motion carried 5-0.

Ordinance 159-O-091: 2005 Rates of Pay for Seasonal and Temporary Classifications

Zastrow discussed this ordinance which involves increasing wage rates 2% for most seasonal and temporary positions. The Lifeguard positions are being increased 6% and Aquatic Supervisors, Assistant Head Lifeguards, and Head Lifeguards will increase 8%. Zastrow noted the larger increases are necessary to stay competitive. Zastrow said no increases were given to these employees last year so we need to do some catch up in the lifeguard area.

MOTION: Bruce moved, second by Behrend to approve ordinance 159-O-091. Motion carried 5-0.

Fund Transfer 04-350-2: Senior Services – Transfer Funds from Personnel Expenses and Interdepartmental Charges to Operating Expenses

Bellovary and Krafcheck explained the fund transfer which involves transferring \$6,000 within the Nutrition Fund for food service costs. It's estimated an additional 272 meals will be served within the Congregate Program and an additional 1,359 will be served within the Home Delivered Meals Program. Funds are available due to staff vacancy and due to a reduction in office supplies and variable telephone costs.

MOTION: Behrend moved, second by Herro to approve Fund Transfer 04-350-2: Senior Services. Motion carried 5-0.

Fund Transfer 04-350-3: Senior Services – Transfer Funds from Operating Expenses (General Fund) to Operating Expenses (Nutrition Fund)

This fund transfer involves transferring \$17,000 from the General Fund to the Nutrition fund due to the increase in meals served as stated in the above fund transfer. Funds are available in the General Fund due to lower than anticipated requests for community contracted services and lower than anticipated specialized transportation and taxicab costs.

MOTION: Herro moved, second by Bruce to approve Fund Transfer 04-350-3: Senior Services. Motion carried 5-0.

Ordinance 159-O-092: Accept General Aviation Airports Grant Award from Wisconsin Office of Justice Assistance for Security Related Projects and Protection of Critical Infrastructure

Markano discussed this ordinance as outlined which involves accepting an additional \$42,000 grant from the Office of Justice Assistance. The grant will be used to replace existing perimeter security gate drive motors and cipher code access control panels with more reliable drive units and current computerized technology access control systems as well as repairs to problem areas of the fence line. This grant is in addition to the \$150,000 grant previously awarded to the County for the same purpose.

MOTION: Behrend moved, second by Bruce to approve ordinance 159-O-092. Motion carried 5-0.

Fund Transfer 04-153-1: Circuit Court Services – Transfer Funds from Personnel Expenses and Operating Expenses to Interdepartmental Charges

Evenson explained this fund transfer which involves transferring \$120,000. Interdepartmental charges are over budget, mainly for inmate transportation and court security costs due to greater than budgeted use of these services. Funds are available as health and dental insurance costs, and overtime costs are expected to be under budget.

MOTION: Marchese moved, second by Behrend to approve Fund Transfer 04-153-1: Circuit Court Services. Motion carried 5-0.

Ordinance 159-O-090: Approve Changes for Non-Represented Employees' Salary and Benefits in 2005

Hans, Richter, and Zastrow were present to discuss this ordinance which provides across-the-board increases of 3% for those employees in Ranges S-1 through S-8, Non-04, and Non-05. Across-the-board increases of 2% will be applied to Step Ranges S-9 through S-11 Open Ranges 0-8 through 0-23, Information Systems Ranges IS-1 through IS-16, Step Ranges Non-01 through Non-03, and Tmp-32. Effective June 25, 2005 the following modifications will be made to the non-represented employee compensation system. An across-the-board increase of 1% will be applied to Step Ranges S-9 through S-11, Open Ranges 0-8 through 0-23, Information Systems Ranges IS-1 through IS 16, Step Ranges Non-01 through Non-03, and Tmp-32.

Effective July 1, 2005, modify the Point-of-Service Health Insurance Plan In-Network benefit design by adding a fourth tier to the current three-tier prescription drug benefit to include \$100 monthly co-payment for high cost prescription medications. Effective January 1, 2005, modify the non-represented and elected official group life insurance benefit by adjusting the benefit limit from \$185,000 to \$250,000. Effective January 1, 2005, discontinue the County's annual \$100 contribution into employees' Health Care Reimbursement accounts and increase the County's annual contribution into employees' Post Employment Health Plan accounts by \$100. Hans said staff did not think the contribution to employees' Health Care Reimbursement accounts was working out administratively, and thus the change which he explained further.

The total estimated net fiscal impact of this ordinance is \$808,578. Sufficient funds to cover these costs are included in the 2005 proposed budget.

MOTION: Behrend moved, second by Bruce to approve ordinance 159-O-090. Motion carried 5-0.

Fund Transfer 04-120000-1: UW Extension – Transfer Funds from Interdepartmental Charges to Personnel Expenses

Jante discussed this fund transfer which involves transferring \$3,700 for temporary extra help which was under estimated at budget time. Funds are available as office supply and copy costs were over estimated.

MOTION: Bruce moved, second by Behrend to approve Fund Transfer 04-120000-1: UW-Extension. Motion carried 5-0.

Closed Session

MOTION: Herro moved, second by Bruce to go into closed session at 2:46 p.m. in accordance with Section 19.85 (1)(g) Wis. Stats. for the purpose of conferring with legal counsel regarding strategy with respect to litigation in which the County is involved (Dearth vs. Waukesha County), and to approve the closed session minutes from previous meeting(s). Motion carried 5-0.

The committee returned to open session at 3:30 p.m.

Future Agenda Items

Periodic Fiscal Updates on the Oswald Re-Trial (Haukohl)

MOTION: Marchese moved, second by Bruce to adjourn at 3:30 p.m. Motion carried 6-0.

Recorded by Mary Pedersen, Legislative Associate.

Respectfully submitted,

Bonnie J. Morris
Secretary